

IPS Providers must comply with the 8 Principles of IPS. IPS Providers must achieve a “Good” Fidelity Score in order to continue providing IPS after the 1st year of establishing the baseline review by the state’s fidelity reviewer. If a “Good” score is not achieved, the IPS Provider must continue to work with the fidelity trainer until a “Good” score is achieved through an annual fidelity review process.

Reauthorization for the IPS milestone is dependent on service documentation verifying satisfaction of that milestone, team consultation and a plan to address improvements to support reauthorized activities. An Exception to Policy (ETP) is required for services exceeding the monthly HHS cap on the cost of services. The MOA between IVRS and HHS supports IPS fidelity as it clearly outlines the funding structure in regards to long term support services within IPS.

The 8 Principles of IPS

1. Competitive Employment
2. Systematic Job Development
3. Rapid Job Search
4. Integrated Services
5. Benefits Planning
6. Zero Exclusion
7. Time-Unlimited Supports
8. Worker Preferences

Phase 1

IVRS Responsibilities for Career Exploration

- Meet with job candidate to discuss related questions or activities to direct CRP.
- Attend staffing at which time all questions are addressed.
- Receive and review final Career Exploration results from CRP using the Career Profile Report.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Career Exploration

- Provides individualized services to identify occupations and training programs compatible with a job candidate’s preferences, strengths, abilities and needs.
- Research, through various media, labor market information, occupational skill requirements, wage data, occupational projections and training providers.
- Prepares a final report that incorporates the team’s input.

Job Candidate’s Responsibilities for Career Exploration

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.

- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions that the team agreed on.
- Makes sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.

Phase 2-3

IVRS Responsibilities for Job Development Services

- Participate in team meeting to develop an approved plan for IPS and Supported Employment Services and determine payment responsibilities.
- Participate in scheduled meetings to assess job candidate's progress towards work goal.
- Collaborate with the CRP by making business contacts to support the team in job development.
- Develop relationships with employers and provides those leads to the team for individual job candidates when appropriate.
- Work with CRP to ensure training needs are identified and addressed with the employer, job coach and job candidate. Determine job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- Identify and arrange reasonable accommodation(s) with the employer.
- Provide disability-awareness and training to the employer if necessary.
- Provide technical assistance to the employer regarding the training progress as identified on the job candidate's IPE.
- Problem-solve with team to address issues hindering progress as needed.
- Complete the Section IV Supported Employment Placement Agreement (SEPA)

CRP Responsibilities for Job Development Services

- Identify available job openings consistent with the job candidate's disability, interests, preferences, aptitudes, and individual plan for employment.
- Maintain a job search log of employers contacted with job candidate using the Job Development Log form.
- Contact employers to develop a job specific to the job candidate's IPE.
- Market the job candidate to the employer.
- Accompany the job candidate to interviews (if necessary).
- Assist the job candidate in completing and submitting job applications.
- Advise the job candidate on interviewing, resume revisions, and follow up.
- Recommend work station modifications (if necessary).
- Develop a job for the job candidate with a business or industry that pays commensurate wage at or above minimum wage and offers benefits.

- Complete a job analysis for the specific job that has been developed using the Job Analyses form.
- Negotiate with the employer the essential functions of the job that will serve the business by focusing upon the talents of the job candidate (if necessary).
- Work with IVRS to ensure training needs are identified and addressed with the employer, job coach and job candidate. Determine job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- Identify and arrange reasonable accommodations with the employer.
- Develop a plan for natural supports for any job candidate in Supported Employment using the Plan for Natural Support form.
- Provide disability awareness and training to the employer when necessary.
- Provide technical assistance to the employer regarding the training progress as identified by job candidate's team.
- Provide **Forms of Job Development** to IVRS itemizing the time period billed, hours worked, payment amount, and documentation in achievement of performance measures. The forms include:
 - Career Profile
 - Job Development Log
 - Career Profile Review
 - Placement Report
 - Natural Supports
 - Job Analysis

Phase 4

IVRS Responsibilities for Supported Job Coaching Services

- Identify and document long-term services and funding support as part of a Supported Employment Services Individual Plan for Employment.
- Discuss Benefits Planning services with each job candidate receiving Social Security benefits and their need for ongoing support prior to case closure.
- Ensure job candidate is working in a competitive integrated job, earning commensurate wage that is at or above minimum wage.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Supported Job Coaching Services

- Connect with employer to understand the training needs of the new hire and ensure employer satisfaction.
- Analyze worksite and workstation to arrange appropriate accommodations for the new hire on the job.
- Develop job coach plan consistent with individual training needs for IVRS approval.
- Train new hire in areas needing additional skills such as social or advocacy.

- Provide on-the-job training to new hire until job skills are learned and work performance, habits and behaviors are appropriate.
- Work with employer and co-workers to ensure understanding of disability-related issues or training (if needed) for new hire become an integral part of the business.
- Document discussion with employer once a decision is made that new hire's job is stable and suitable.
- Document time spent with employer and new hire, and provide report that outlines number of hours devoted to job coaching and training using the Supported Employment Job Coaching Monthly Report form.
- Work with IVRS and the long-term support service provider to ensure that long term support services are in place, including mental health clinical treatment team support.
- Provide notice of job stabilization to IVRS for payment indicating plan for continued job coaching.
- Submit documentation of services to businesses and employer satisfaction when stabilization occurs using the form associated with this service.

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